

A special meeting of the Municipal Civil Service Commission convened on Tuesday, May 8, 2001, with Priscilla R. Tyson, Douglas S. Morgan and Grady L. Pettigrew present.

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RE: *Review and approval of the March 26, 2001, regular meeting minutes.*

This item was deferred to later in today's meeting.

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RE: *Review of the results of the pre-hearing conferences for the following appeals:*

1. *George Miller vs. Columbus Public Schools, Appeal No. 00-BA-0031. Child Care Attendant – Discharge – Trial Board scheduled for June 4, 2001.*
2. *Deborah S. Curtis vs. Columbus Public Schools, Appeal No. 01-BA-0004. Secretary II – Discharge – Trial Board scheduled for June 14, 2001.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Ms. Carter appeared before the Commissioners and reported on the results of two pre-hearing conferences conducted on April 30, 2001.

George Miller – Child Care Attendant, Columbus Public Schools; discharged based on inadequate or inappropriate care of a special needs child. Mr. Braverman, for Columbus Public Schools, will call seven witnesses and anticipate that their case will take three to four hours. Mr. Miller has yet to consult with Mr. Drabick, therefore Mr. Drabick is unsure how long his case will take. Both parties wanted to advise the Commissioners that because this child is non-verbal, his mother might testify. The mother has requested that she not be identified by her full name in the record so that if there is an appeal we could redact any reference to the identity of the child involved.

Deborah S. Curtis – Secretary II, Columbus Public Schools, discharged for allegedly signing the principal's name to her own overtime slip. Mr. Braverman had a scheduling conflict and Mr. Drabick agreed to appear on Ms. Curtis' behalf earlier than scheduled. Mr. Braverman anticipates his case to be no more than an hour and a half. After the pre-hearing conference was completed, Ms. Curtis appeared and advised that another attorney would be joining her and representing her. Ms. Carter did not go forward without Mr. Braverman but provided Ms. Curtis with a copy of the completed pre-hearing conference form. Ms. Carter asked Ms. Curtis to confirm in writing that she had a different attorney and that we would then go forward with her new attorney. Her attorney then submitted a subpoena list of more than five witnesses. Ms. Carter would like to write to the attorney asking for justification of all the witnesses and outlining the procedures to be followed for trial boards

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RE: *Request of the Civil Service Commission staff to revise Rule VII(B)(7) to allow more frequent testing for typing and data entry test components.*

PRESENT: S. David Kriska, Personnel Psychologist

S. David Kriska presented the staff's request that Rule VII(B)(7) be modified to permit applicants taking typing or data entry tests to be examined up to one time per calendar week. The current Rule, focused on maintaining the security of knowledge-based examinations, allows non-City applicants to test once every year, and City employees who are seeking new positions to test once every six months, regardless of the kind of test. Because test confidentiality is not a major concern with typing and data entry tests in which a psychomotor skill is being tested, the staff would prefer to reduce the time limitation for applicants taking these two kinds of tests. In large part, the motivation for the change concerns applicants taking examinations for employment within the Police Division and includes the job classes of Typist Clerk, Secretary and Police Communications Technician.

In addition to requesting the change regarding keyboard skills, the staff is also proposing that Rule VII (B) (7) be clarified so that applicants clearly understand that they can be tested only when the Commission offers the test, not when they choose to be tested.

A motion was made, seconded and passed to approve the request to revise Rule VII to read as follows:

## **RULE VII**

### **EXAMINATIONS**

#### **B. Competitive Examinations**

##### **7. Retests**

a. Retesting for the same class. Examinees who have been admitted to a competitive examination or a qualifying noncompetitive examination for any job class shall not be permitted to retest for that job class for a period of twelve (12) months following the notice of test results, unless:

- (1) A new test is being administered and the results of the new test will be used to replace the previously administered test; or
- (2) The applicant is a current City employee who has not taken the test for the class for a period of six (6) months following the notice of test results, or
- (3) The applicant failed a typing or data entry performance test for the job class.

Retaking exam components. Examinees who have been admitted to a competitive examination or a qualifying noncompetitive examination for any job class shall not be permitted to retake any examination component for a period of twelve (12) months following the notice of test results, unless the Commission offers the test and:

- (1) A new test component is being administered and the results of the new test will be used to replace the previously administered test component; or
- (2) The applicant is a current City employee who has not taken the test component for a period of six (6) months following the notice of test results. or
- (3) The examination component is a typing or data entry performance test that the applicant has not taken during the current calendar week.

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*RE: Trial Board Recommendations*

No trial board recommendations were submitted this month.

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*RE: Request of the Columbus Public Schools to revise the specification for the classification Audio Visual Production Specialist (Class Code 347).*

This item was deferred.

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*RE: Request of the Civil Service Commission staff to approve the specification review for the classification Watershed Ranger I with no revisions (Class Code 1871).*

William Terry, Personnel Analyst II, presented the Commission's request to approve the specification review for Watershed Ranger I with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in September of 1996.

Based on input from the Watershed Manager and the Water Division Administrator, who both agreed no changes were needed at this time, it was requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Watershed Operations Manager with no revisions (Class Code 1873).*

William Terry, Personnel Analyst II, presented the Commission's request to approve the specification review for Watershed Operations Manager with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in September of 1996.

Based on input from the Watershed Manager and the Water Division Administrator, who both agreed no changes were needed at this time, it was requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Research Analyst II (Class Code 1936).*

William Terry, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Water Research Analyst II as part of the Commission's ongoing policy of reviewing classifications that have not been reviewed for five (5) years or more. This classification was last reviewed in December of 1993.

No revisions to the definition or the examples of work sections of the specification were recommended. The minimum qualifications were revised to read "Possession of a bachelor's degree in chemistry, biology, microbiology, environmental science, natural resources, hydrogeology, agronomy or a related field and two (2) years of experience in a water analysis laboratory." There were no recommended revisions to the knowledge, skills and abilities section of the specification. It was recommended that the examination type remain noncompetitive and that the probationary period remains 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Manager (Class Code 3816).*

William C. Terry, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Plant Maintenance Manager as part of the Commission's policy of reviewing classifications that have not been reviewed for five years or more. This classification was last reviewed in August of 1996.

No revision to the definition was recommended. The examples of work were revised to be more reflective of the work performed by Plant Maintenance Managers. No revisions to the minimum qualifications were recommended. The only revision recommended to the knowledge, skills and abilities section of the specification was to add "Ability to work in confined spaces and other areas requiring the utilization of personal protective equipment". It was recommended that the probationary period remain at 365 days and that the examination type remains designated competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Assistant Manager (Class Code 3817).*

William C. Terry, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Plant Maintenance Assistant Manager as part of the Commission's policy of reviewing classifications that have not been reviewed for five years or more. This classification was last reviewed in August of 1996.

No revision to the definition was recommended. The examples of work were revised to be more reflective of the work performed by Plant Maintenance Managers. The only revision to the minimum qualifications was to add a requirement of possession of a valid motor vehicle operator's license. The only revision recommended to the knowledge, skills and abilities section of the specification was to add "Ability to work in confined spaces and other areas requiring the utilization of personal protective equipment". It was recommended that the probationary period remain at 365 days and that the examination type remains designated competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Debt Management Coordinator (Class Code 0755).*

Tamira M. Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Debt Management Coordinator as part of the Commission's policy of reviewing classifications that have not been reviewed for five years or more. This classification was last reviewed in June of 1994.

No revisions to the definition, minimum qualifications or knowledge, skills and abilities sections of the specification were recommended. It was recommended that the examples of work section be revised to remove references to class titles that no longer exist and replace with a more generic "staff members" and to allow this section to better describe the duties performed.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the classification Aging Programs Care Coordinator (Social Services) [Class Code 0871] into Aging Programs Care Coordinator (Health Services) [Class Code 0870], revise and retitle it to read Aging Programs Care Coordinator, amend Rule XI accordingly and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 0870).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Senior Legislative Analyst (U) [Class Code 0839].*

Tamira M. Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Senior Legislative Analyst (U) as a result of a restructuring within City Council. At the time of the restructuring, it was thought that a key distinction between the Senior Legislative Analyst (U) and the Legislative Analyst classifications would be the supervisory responsibility assigned to the senior level class. However, since the Executive Assistant to the City Council President classification has been filled, this position has assumed more of a hands-on role and is performing the direct supervision of both the Senior Legislative Analysts and the Legislative Analysts assigned to the Legal Research Office. Therefore, the definition for the Senior Legislative Analyst (U) no longer describes the main purpose or primary functions of this classification.

In addition to rewriting the definition to better describe the responsibilities assigned to these positions, City Council suggested that one more position also be considered for the Senior Legislative Analyst (U) classification. It was therefore recommended that this specification be revised to include work performed by this position also.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *RESIDENCY REQUIREMENT REVIEWS.*

No residency reviews were submitted this month.

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RE:    *ADMINISTRATIVE/JURISDICTIONAL REVIEWS.*

This item was deferred to later in today’s meeting.

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RE:    *PERSONNEL ACTIONS.*

No personnel action requests were submitted this month.

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RE:    *Decision on the hearing on the merits of the appeal of Charles R. Gordon, from the action of the Department of Public Safety, Division of Police, suspending him for 160 hours from the position of Police Officer - Case No. 00-CA-0007.*

At its regular meeting on March 26, 2001, the Civil Service Commission heard testimony and reviewed documents relative to the above captioned case.

**DECISION**

The Commission, in a unanimous decision, found Police Officer Charles R. Gordon guilty of Charge I and Charge II, however, after consideration of Officer Gordon’s testimony, the Commission modified the discipline of a 160-hour suspension to a 40-hour suspension.

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*The Commission recessed its meeting at 1:06 p.m. to consider deferred items.*

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*The Commission reconvened its meeting at 1:45 p.m.*

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RE:    *Review and approval of the March 26, 2001, regular meeting minutes.*

The minutes were approved as written.

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RE:    *BACKGROUND ADMINISTRATIVE REVIEWS*

Background Administrative Reviews		
March 29, 2001		
Jose A. James	Police Officer	01-BR-027
Rodney M. Webber Jr.	Police Officer	01-BR-030
Thomas E. Chamness	Police Officer	01-BR-031
Karen D. Dawson	Police Officer	01-BR-032
David W. Chapman	Police Officer	01-BR-033
Mario A. Penny	Police Officer	01-BR-034
James L. Muhammad	Police Officer	01-BR-035
Nicole R. Kight	Police Officer	01-BR-036
Shawn T. Christy	Police Officer	01-BR-037
Christopher M. Lathem	Police Officer	01-BR-038
Benjamin R. Rexroad	Police Officer	01-BR-039
Nathan A. Ison	Police Officer	01-BR-040
April L. Patterson	Police Communication Technician	01-BR-041

The Commissioners reviewed the files of Rodney M. Webber Jr., Mario A. Penny and Nathan A. Ison and decided their names would be reinstated to the Police Officer eligible list.

After reviewing the files of Jose A. James, Thomas E. Chamness, Karen D. Dawson, David W. Chapman, James L. Muhammad, Nicole R. Kight, Shawn T. Christy, Christopher M. Lathem and Benjamin R. Rexroad the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing April L. Patterson's file, the Commissioners decided her name would not be reinstated to the Police Communication Technician's eligible list.

Background Administrative Reviews		
April 19, 2001		
Regina Easley	Police Officer	01-BR-042
Michael Pizzuro	Police Officer	01-BR-043
Robert McNeal	Police Officer	01-BR-044
Joseph Gerlach	Police Officer	01-BR-045
Robert Faulds	Police Officer	01-BR-046
Matthew Ryan	Police Officer	01-BR-047
Phillip Couch	Police Officer	01-BR-048
Ibrahim Haroon	Police Officer	01-BR-049
Taylor Walker	Police Officer	01-BR-050
Eric Hubble	Police Officer	01-BR-051
Kenneth Howard II	Police Officer	01-BR-052

The Commissioners reviewed the files of Joseph Gerlach and Matthew Ryan and decided their names would be reinstated to the Police Officer eligible list.

After reviewing the files of Regina Easley, Michael Pizzuro, Robert McNeal, Robert Faulds, Phillip Couch, Ibrahim Haroon, Taylor Walker, Eric Hubble and Kenneth Howard II and decided their names would not be reinstated to the Police Officer eligible list.

Police Officer Applicants	
Removed During The Prescreening Process	
Michelle Baldwin	Traffic (E.5)
Ray Miller	Traffic (E.3)
Don Harney II	Criminal Activity (G.4)

The Commissioners reviewed files for three police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Michelle Baldwin and Ray Miller, the Commissioners decided that Ms. Baldwin's and Mr. Miller's applications would be accepted and they would be permitted to take the police officer test. After reviewing the file of Don Harney II, the Commissioners decided that his application would not be accepted and he would not be permitted to take the police officer test.

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RE:    *ADMINISTRATIVE/JURISDICTIONAL REVIEWS*

*Review of the appeal of Robert Goins regarding the disapproval of his application for the Property Maintenance Inspector Trainee examination – Appeal No. 01-CA-0004.*

This item was deferred.

*Review of the appeal of Tamara F. Thompson regarding her score on the Phase III, B-PAD portion of the Police Officer examination – Appeal No. 01-CA-0005.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that there was no basis for taking further action regarding Tamara F. Thompson's appeal and dismissed it without a hearing.

*Review of the appeal of Romeo P. Dunlap regarding his discharge from the position of Custodian II with the Columbus Public Schools – Appeal No. 01-BA-0010.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Romeo P. Dunlap's appeal be dismissed without a hearing because of lack of jurisdiction over the appeal.

*Review of the appeal of Madison McRae regarding the grievance procedure at the Columbus Public Schools – Appeal No. 01-BA-0011.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Madison McRae's appeal be dismissed without a hearing because of lack of jurisdiction over the appeal.

*Review of the appeal of Tony Howell regarding his resignation from the position of Custodian II at the Columbus Public Schools – Appeal No. 01-BA-0005.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Tony Howell's appeal be dismissed without a hearing because of lack of jurisdiction over the appeal.

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Priscilla R. Tyson, Commission President

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May 21, 2001

Date